

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE  
NO. 5-58

6 February 1958

SUBJECT : Leave

REFERENCE : Agency Regulation [REDACTED] dated 15 April 1957

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RESCISSION: OTR Notice No. 17-55

1. School and Staff Chiefs, OTR are designated "approving officials" under referenced regulation and may redelegate such authority in accordance with paragraph 2a (2) of that regulation.

2. Requests for advance annual leave will be submitted by the individual to his School or Staff Chief for approval. The approving official will forward the approved request to BFO/TR, with a copy to the PO/TR.

3. Requests for advance sick leave, maternity leave in excess of six (6) months, and extensions of leave without pay beyond twelve (12) months, will be submitted by the approving official to PO/TR for further processing.

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[REDACTED]  
MATTHEW BAIRD  
Director of Training

Distribution:  
All OTR Personnel

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